

Jennifer Murphy

Short Hills, NJ | (973) 868-4082 | RosalinaSong@gmail.com | <https://www.linkedin.com/in/jennifermurphy64/>

Driven, process-oriented professional with experience in performing a wide range of administrative duties in a fast-paced environment. Expertise in handling multiple tasks with a high degree of accuracy, as well as flexibility to set priorities when confronted with competing requests. Maintain a high level of confidentiality in handling critical information and remain calm under pressure. Equipped with exceptional work ethic, proven track record of reliability, and unwavering commitment to surpassing challenges and exceeding expectations.

CORE COMPETENCIES

Administrative Assistance • Office Administration • Data Entry • Customer Service • Event Planning • Time Management • Organizational Skills • Phone Etiquette

EDUCATION

B.A. International Studies - Concentration in Global Cultures (Dean's List)

May 2024

Boston College - Chestnut Hill, MA

PROFESSIONAL EXPERIENCE

Office Administrative Aide (Part-Time) | Japan Society – New York, NY

August 2024 – Present

- Support the Japan Society's Language Center by performing various administrative duties, with a key focus on maintaining accurate records of internal documents and cultural presentations for language-focused events.
- Maintain a comprehensive knowledge of Japan Society's workshops and events, enabling me to provide accurate and timely information to prospective students.
- Play a crucial role in coordinating events and ensuring the successful execution of language workshops, seminars, and other cultural programs.

Marketing Coordinator (Part-Time) | Destinations Link Hospitality – New York, NY

May 2023 – Present

- Drive marketing efforts for the business by using Google Sheets to determine the profitability of event proposals.
- Gather cost and amenities data from different hotels to present to potential clients.
- Coordinate the planning of corporate conferences, including working with international hotels.

Office Administrative Aide | Boston College Athletic Department – Chestnut Hill, MA

September 2022 – May 2024

- Provided administrative support to the athletics department, ensuring smooth operations and effective communication.
- Planned and coordinated athletic events, such as home games, tournaments, and fundraising events.
- Responded to requests from coaches and staff, guaranteeing timely and accurate completion of requests.

Guest Relations | Canoe Brook Golf Country Club – Short Hills, NJ

May 2021 – August 2021

- Delivered the highest level of professionalism and customer service for Members/Guests during special events.
- Communicated special requests to the appropriate department and ensured they were addressed promptly.
- Adhered to all department policies, procedures, and service standards.

OTHER CAREER EXPERIENCES

Mandarin, Math, and English Tutor | Millburn, NJ

2016 – 2021

Provided personalized tutoring to students from elementary through high school for 12 hours each week during the school year.

Solo Pop Artist | New York, NY

2016 – 2019

Lead Singer for the Lunar New Year Dragon Boat Parade in New York City (2016–2019). Featured as the lead vocalist for the Chinese New Year's Eve on CCTV, broadcasted globally.

ADDITIONAL SKILLS

Technical: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite (Sheets, Slides, Docs), Slack

Languages: Fluent in Chinese and Japanese